



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Administrative Aide
Posting Number	PN# 109529
Department	Houston Airport System
Division	William P. Hobby Airport
Section	Building Services
Reporting Location	7800 Airport Blvd.*
Workdays & Hours	Varied, normally M-F *

**Subject to change*

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Performs complex clerical and administrative support work including researching files, retrieving and filing documents, preparing and typing records and reports, maintaining files and records, documents processing and performing backup duties as needed. Operates office machines including computers, calculators, typewriters, copiers and faxes; answers telephones, takes messages, greets and directs visitors. Performs a variety of typing assignments including correspondence, reports, charts, etc. May train and/or assign and check work of lower level clerical personnel.

WORKING CONDITIONS

Performing these duties will involve the ability to make visual observations and differentiating details, adjusting to activities that are critical and demanding; sitting and/or standing for extended periods of time; speaking and writing effectively, solving arithmetic and numerical problems; adjusting to interruptions and changes; dealing with people in tense situations, ability to visit various work locations involving considerable distances; maintaining high ethical standards, working as a member of the team and operating a city vehicle. May be required to lift up to twenty (20) pounds. Must be willing and available to work all shifts, including rotations, weekends, and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

High School Diploma or GED Certificate.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of clerical or administrative support work experience

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Personal computer skills and experience with Windows XP environment, MS Word, Excel, PowerPoint, and Outlook. Good telephone customer service.

SELECTION/SKILLS TEST REQUIRED

Work Sample Exercise, application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 10</u>	
\$864.00 - \$1,004.00 Biweekly	\$22,464.00 - \$26,104.00 Annually

OPENING DATE

MARCH 22, 2006

CLOSING DATE

MARCH 28, 2006

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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